



Manager's Report

for Council Meeting of March 28, 2006

BUSINESS LICENSES

No report was provided.

HUMAN RESOURCES

New hires and terminations for the period of March 7 to March 17, 2006

New Hires

Heather Biddulph
Tim Deike
Daniel Umbaugh III

Position

Deputy Town Attorney
Airport Director
GIS Technician

Department

Legal
Airport
Planning & Zoning

Promotions

None

Transfers

None

Separations

Joanne Olson	Crime Scene Specialist	Police
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PLANNING, ZONING & DEVELOPMENT

CURRENT PLANNING DIVISION

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: MARCH 6, 2006 – MARCH 20, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Catoctin Circle Center TLES-2005-0012 (0-100 block of Catoctin Circle)	Easement Plat	3 rd	Proposal to create various easements related to the construction of a 99,200 square foot retail center (including a restaurant and office/retail uses) and related infrastructure.
Potomac Crossing Church of Latter Day Saints TLES-2005-0014 (800 block of Balls Bluff Road, NE)	Easement Plat	3 rd	Proposal to create various easements related to the construction of a 16,600 square foot church.
Truckers Supply No LMIS # required (200 block of Church Street, SE)	Drainage Exhibit Plan	1 st	Proposal to depict drainage related to construction of office building.
Leesburg Commerce Center No LMIS # generated by E&PW (161-163 Fort Evans Rd NE)	Right-of-Way Plat	3 rd	Proposal to dedicate street right-of-way in relation to the construction of 91,816 square feet of office and retail uses in two 3-story buildings on 5.4 acres.
Leesburg Veterinary Specialists No LMIS # generated by E&PW (165 Fort Evans Rd NE)	Easement and Right-of-Way Plat	3 rd	Proposal to dedicate street right-of-way and creation of various easements in relation to the construction of a 18,300 square foot veterinary clinic.
Cornerstone Chapel Building Addition TLDW-2005-0005 (742 Miller Drive SE)	No Adverse Impact Plan	3 rd	Proposal to construct a 3,600 square foot building addition onto a church daycare facility.
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	1 st	Proposal to subdivide lots to allow for the construction of 86 townhouses and related infrastructure.
Commerce Bank TLSE-2005-0006 (500 block of East Market Street, NE)	Special Exception Referral	3 rd	Proposal to construct a bank with drive-thru on a pad site in the Leesburg Plaza parking lot.
Star Pontiac, Buick, GMC Building Expansion TLRD-2005-0011)	Minor Revision to Approved Development Plan	1 st	Proposal to make minor site revisions to the building expansion.
Waterside @ Tuscarora Creek	Minor Subdivision Plat	3 rd	Proposal to subdivide a tract of land into two 10-acre parcels and one 20-acre parcel.
Leesburg Commerce Center TLPF-2005-0006 (161-163 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct 91,816 square feet of office and retail uses in two three-story buildings on 5.4 acre.
Leesburg Veterinary Specialists TLPF-2005-0005 (165 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct an 18,300 square foot veterinary clinic.
Kincaid Forest, Battlefield Parkway TLPF-2005-0009 (Southwest corner of Kincaid Boulevard and Battlefield Parkway)	Final Development Plan	2 nd	Proposal to construct a section of Battlefield Parkway from Tavistock Drive to Kincaid Boulevard.
Arcadia Office Building, Sycolin Road TLPF-2005-0010 (33 Sycolin Road, SE)	Preliminary/Final Development Plan	2 nd	Proposal to construct a 29,646 square foot office building.
River Creek Village TLPF-2005-0008 (1400 block of Edwards Ferry Road)	Preliminary Development Plan	2 nd	Proposal to construct 133,000 square feet of retail and office including one stand alone sit-down restaurant.

ZONING DIVISION**Zoning Permits Issued Residential**

None

Zoning Permits Issued Commercial

None

[illegible]

Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√	√	√	
	1	Admin Assoc I	11/15/05	√	√	√	√	√	
	1	Maintenance Worker III (Streets Div)	1/12/06	Internal Recruitment	√	√	√	√	√
Finance	2	Parking Enforcement Officers (PT)	12/06/05	√					
Human Resources	1	HR Director	6/30/05	√	√	√			
Parks & Recreation	1	Outdoor Facilities Supervisor	2/10/06	√	√	√	√	√	√
	1	Building Supervisor (PT)	3/6/06	√					
Planning & Zoning	1	Sr. Planner	10/21/05	√	√	√	√		
	1	Urban Forester	3/14/06	√					
Police	4	Police Officer I	4/7/05	√	√	√			
	1	Police Records Assistant	1/9/06	√	√	√	√	√	√
	1	Crime Scene Specialist	3/1/06	√	√	√			
	1	Communications Tech	1/27/06	√	√	√			
Total	19								

John Wells
Town Manager